



Office of the Refugee Relief and Repatriation Commissioner Cox's Bazar

22th April 2018

Camp Access Pass for foreign Nationals | SOP

Starting on 4th April 2018, all foreign NGO staff supporting the Rohingya refugee response need to secure an access pass to enter the camps. This procedure applies to all NGO staff from outside Bangladesh, irrespective of the visa they hold. Below is an outline of how to apply for the pass.

Application process

1. All NGO staff requiring an access pass, or their authorised personnel, need to visit the NGO section of the Refugee Relief and Repatriation Commissioner (RRRC) in Cox's Bazar ([link on Google Maps](#)). The NGO Section with the Assistant Secretary Md. Nazrul Islam is located in room no. 6.
2. They will need to collect, complete and submit the camp access application form along with the required supporting documents (see below).
3. Once the application form is processed by the NGO Assistant Secretary, staff can collect the access pass.

Required documents

- i. Photocopy of passport
- ii. Photocopy of visa page
- iii. Passport sized recent photographs - 2 copies
- iv. Proof of authentication of implementing agency (copy of contract, appointment letter, ID, letter of concerned agency)

Contacts

Md Nazrul Islam , Assistant Secretary NGO Section	016 1191 9011
Mohammed Mizanur Rahman , Additional RRRC	018 4746 6822
Saikat Biswas , ISCG Partnership Officer	017 1348 0305